

DELAWARE DEPARTMENT OF JUSTICE
Casual/Seasonal JOB OPENING

Opening Date: March 23, 2017

Closing Date: March 30, 2017

*This is a Casual/Seasonal position (maximum of 37.5 hours per week) without benefits.
Salary will be commensurate with experience.*

CASUAL/SEASONAL PARALEGAL
Special Victims Unit, Criminal Division, New Castle County

Job Responsibilities and Duties:

This Paralegal will have a rewarding position providing general paralegal support to Deputy Attorneys General (“DAGs”) in the Special Victims Unit, Criminal Division, in New Castle County. This Paralegal will be an integral part of the prosecution team that seeks justice on behalf of the most vulnerable of victims. Duties include, but are not limited to, reviewing police reports and performing intakes with police officers to gather essential facts for the DAGs to assess cases. This Paralegal will draft charging documents, including indictments and informations, and will prepare files for prosecution by researching statutory and case law, drafting subpoenas, preparing discovery, redacting recorded interviews, and preparing legal correspondence and legal filings.

This Paralegal will work with DELJIS, CJIS, LEISS, Justware and Westlaw.

The duties of a Paralegal in the Special Victims Unit are constantly evolving and may vary depending on the volume of caseload.

This Paralegal must demonstrate excellent organizational and computer skills and be able to work accurately and independently within strict periods with a minimum of direct guidance and supervision.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate’s degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor’s degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor’s degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal applicants: Please send an updated resume or a summary of work experience to the Director of Human Resources.

External applicants: Please submit a Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.